

2025 Ottawa County Fair Pre-Entry Process

Important Reminders

- Pre-Entries are due June 16 by 11:59 p.m. Be sure to complete your entries (including the final “Submit” step) prior to the cut-off date.
- Register all entries for each exhibitor in the family before proceeding to the Payment section.
- Be sure to click the “Submit” button when you have completed your entries. Pre-Entries are not final until they have been submitted.
- Check your email inbox for a confirmation email with a list of your entries and any related fees.
- **IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE SALINA OFFICE AT 785-309-5850.**

1. Link to complete Ottawa County Fair pre-entries is:
<http://ottawacounty.fairentry.com>

Click on “As an Exhibitor”.



2025 Ottawa County Fair

Registration is currently Closed
Registration dates: 5/23/2024 - 6/27/2024
Exceptions may apply [View Details](#)

Welcome to the FairEntry System to pre-enter your 4-H exhibits for the Ottawa County Fair. Be sure to have the fair paper handy as you do your pre-entries. The 4-H information for the Ottawa County Fair can be found at <https://www.centralkansas.k-state.edu/4-h/county-fairs/ottawa/index.html>
Pre-entries are due by JUNE 16, 2025 by 11:59 p.m.
If you have any questions about the fair or the pre-entry process, please contact the Salina Office at 785-309-5850 or email Kate Littich at klittich@ksu.edu.

How would you like to participate?

As an Exhibitor

As Fair Staff/Volunteer

2. You will sign in with 4-H Online.

DO NOT sign in with FairEntry Exhibitor, Staff Sign-In.



2025 Ottawa County Fair

Registration is currently Closed
Registration dates: 5/23/2024 - 6/27/2024
Exceptions may apply [View Details](#)

Welcome to the FairEntry System to pre-enter your 4-H exhibits for the Ottawa County Fair. Be sure to have the fair paper handy as you do your pre-entries. The 4-H information for the Ottawa County Fair can be found at <https://www.centralkansas.k-state.edu/4-h/county-fairs/ottawa/index.html>
Pre-entries are due by JUNE 16, 2025 by 11:59 p.m.
If you have any questions about the fair or the pre-entry process, please contact the Salina Office at 785-309-5850 or email Kate Littich at klittich@ksu.edu.

Use your 4-H Online account



Email

Password

Sign in with 4-H Online

[Go to 4-H Online to reset your password?](#)

OR

Use your FairEntry exhibitor account

Important: If you have a FairEntry platform account, you will need to create an exhibitor account. Please create your account first instead.



Email

Password

Sign in with FairEntry

[Forgot your password?](#)

[Not in 4-H Online, and need a FairEntry account?](#)



3. Click on "Sign in with 4-H Online".

DO NOT sign in with FairEntry Exhibitor, Staff Sign-In.

4-H Exhibitor and 4-H Staff
Sign-In



Sign in with 4HOnline

4. Sign in using your 4-H Online email and password.



☒ Login

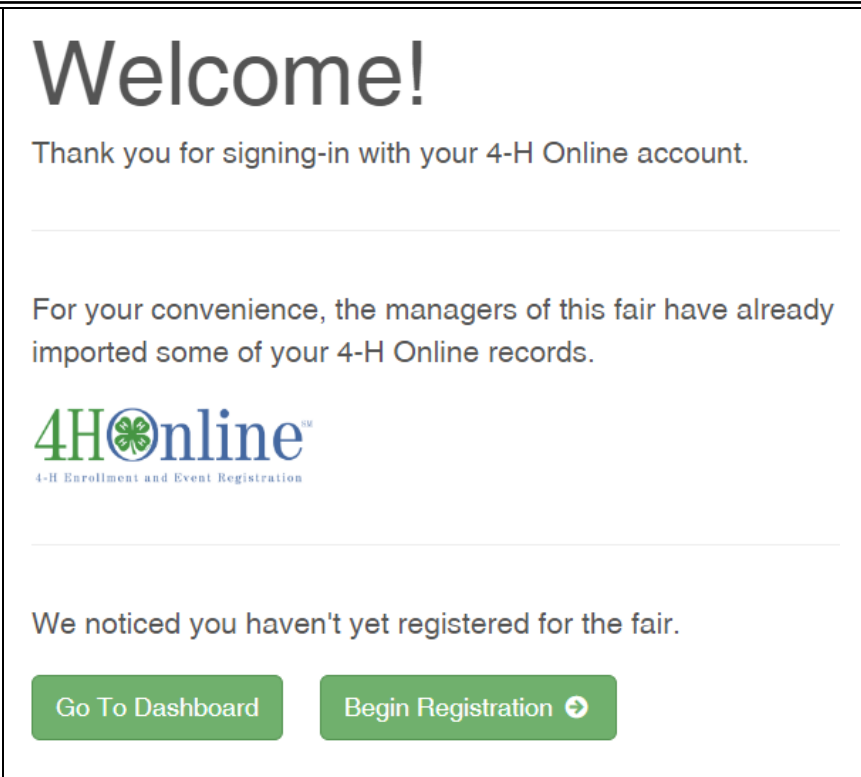
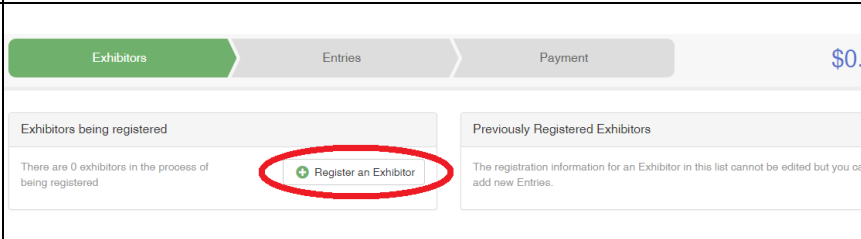
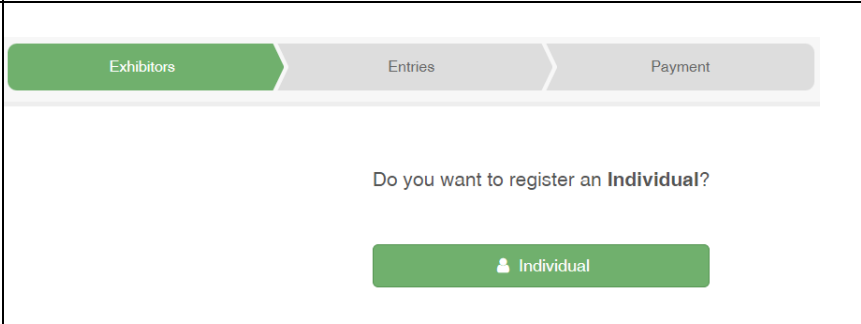
☐ Forgot your password?

Email

Password

Sign in



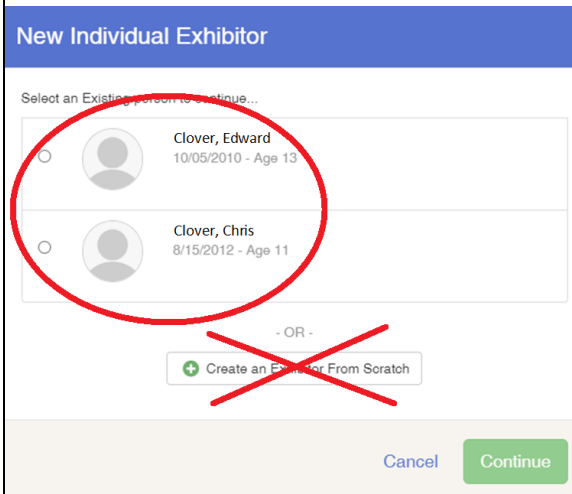
<p>5. Click on "Begin Registration".</p> <p>If one member has already been registered, you will not see this screen. Go to Step #5.</p>	 <p>Thank you for signing-in with your 4-H Online account.</p> <p>For your convenience, the managers of this fair have already imported some of your 4-H Online records.</p> <p>4Honline 4-H Enrollment and Event Registration</p> <p>We noticed you haven't yet registered for the fair.</p> <p>Go To Dashboard Begin Registration ➔</p>
<p>6. Click on "Register an Exhibitor".</p> <p>If all members have been registered and you want to enter more pre-entries, go to Step #7.</p>	 <p>Exhibitors Entries Payment \$0.00</p> <p>Exhibitors being registered</p> <p>There are 0 exhibitors in the process of being registered</p> <p>Register an Exhibitor</p> <p>Previously Registered Exhibitors</p> <p>The registration information for an Exhibitor in this list cannot be edited but you can add new Entries.</p>
<p>7. Click on "Individual".</p>	 <p>Exhibitors Entries Payment</p> <p>Do you want to register an Individual?</p> <p>Individual</p>

8. Choose a 4-H member and click "Continue" to begin entering their pre-entries.

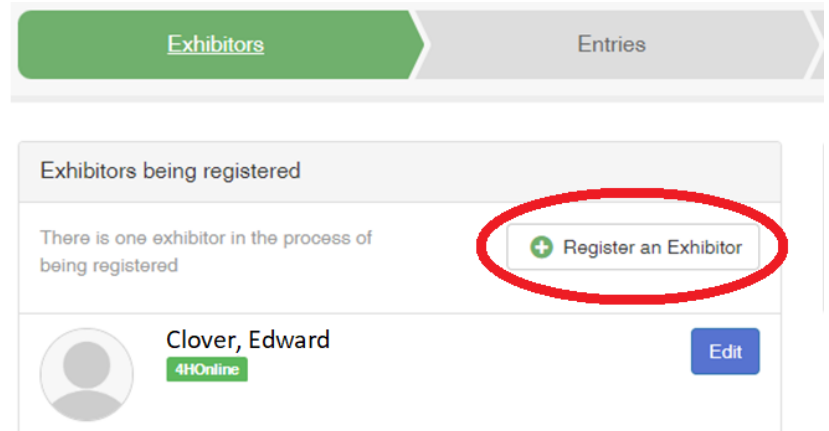
IT IS VERY IMPORTANT THAT YOU ARE ON THE CORRECT CHILD WHEN MAKING ENTRIES.

You can always delete entries if you entered someone in the wrong division.

Deleting entries must be done before you select SUBMIT.



9. Click on "Register an Exhibitor".



10. This question about livestock insurance must be answered.

Enter the total number of units for beef, bucket calf, sheep, meat goat and swine per family. Each animal taken to the fair is 1 unit. A cow/calf pair is 2 units.

For example: Edward 2
Chris 2
Cloey 3

The total will be 7. This number only needs to be entered once.

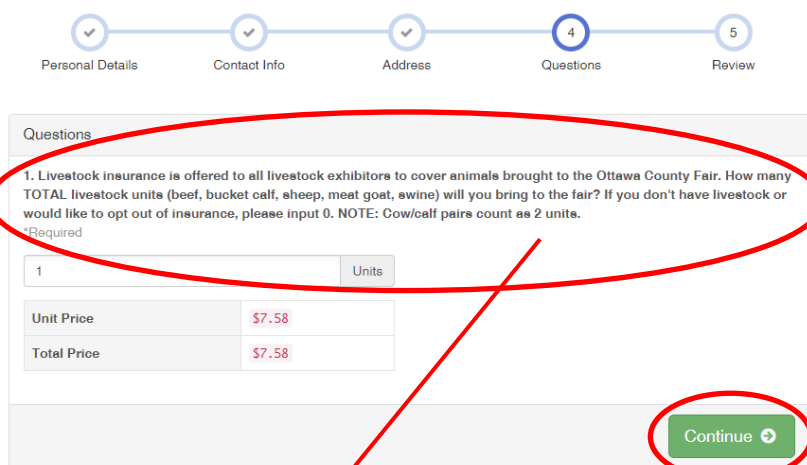
Do not enter total for only one child.

The total amount to be paid will automatically calculate and will be paid at the end of the entry process via Stripe.

If you are not bringing livestock to the fair or would like to opt out of insurance, input 0.

NOTE: If you want to sign up for livestock insurance, you must do so prior to clicking on "Submit". You will not be able to go back in and add it otherwise.

Click on "Continue".



Personal Details Contact Info Address Questions Review

Questions

1. Livestock insurance is offered to all livestock exhibitors to cover animals brought to the Ottawa County Fair. How many TOTAL livestock units (beef, bucket calf, sheep, meat goat, swine) will you bring to the fair? If you don't have livestock or would like to opt out of insurance, please input 0. NOTE: Cow/calf pairs count as 2 units.

*Required

1 Units

Unit Price	\$7.58
Total Price	\$7.58

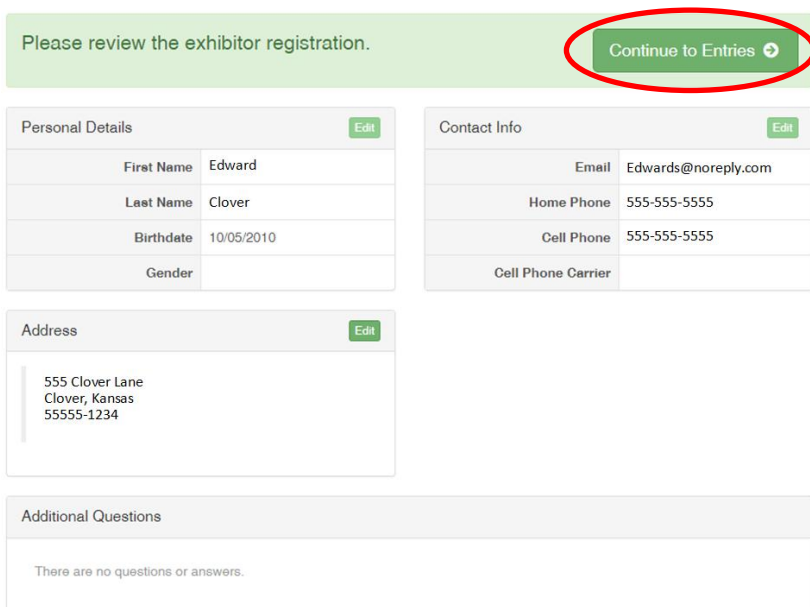
Continue

1. Livestock insurance is offered to all livestock exhibitors to cover animals brought to the Ottawa County Fair. How many TOTAL livestock units (beef, bucket calf, sheep, meat goat, swine) will you bring to the fair? If you don't have livestock or would like to opt out of insurance, please input 0. NOTE: Cow/calf pairs count as 2 units.

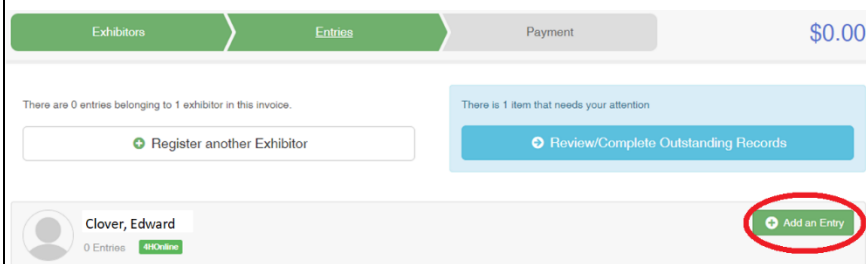
Cost - \$7.58 per unit

11. After you answer the livestock insurance question, you will be asked to review the exhibitor registration.

If everything is okay, click on "Continue to Entries".



12. To add an entry for the member, click on "Add an Entry".



Creating Entries

Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if an exhibitor is bringing 2 photographs, 2 entries in the photography class must be created. If an exhibitor is showing one horse in 5 events, 5 class entries must be created. Once all entries have been created for the first exhibitor, then you can create entries for another exhibitor.

13. Click "Select" beside the first department you wish to enter.

4-H Building entries, including Performing Arts, are listed under each department beginning with "4-H" or under "Additional Divisions".

All animals are listed separately.

For a complete list of Departments and Divisions, please refer to the complete list on the following page (Page 8).

Choose Department and Division

4-H Communication & Expressive Arts	Select ↗
4-H Consumer & Family Science	Select ↗
4-H Engineering & Technology	Select ↗
4-H Leadership & Personal Development	Select ↗
4-H Natural Resources	Select ↗
4-H Plant Science	Select ↗
Additional Divisions	Select ↗
Beef Cattle	Select ↗
Bucket Calf	Select ↗
Dairy Cattle	Select ↗
Dairy Goats	Select ↗
Dog	Select ↗
Horses	Select ↗
Meat Goats	Select ↗
Pets	Select ↗
Poultry	Select ↗
Rabbits	Select ↗
Sheep	Select ↗
Swine	Select ↗

4-H Departments and Division

Animal Science

Beef Cattle
Bucket Calf
Dairy Cattle
Dairy Goats
Dog
Horses
Meat Goats
Pets
Poultry
Rabbits
Sheep
Swine
Veterinary Science

Communication & Expressive Art

Communications
Performing Arts
Photography
Visual Arts

Consumer & Family Science

Family Studies
Fiber Arts
Foods & Nutrition
Foods Preservation
Health & Wellness
Interior Design & Architecture
Sewing & Textile Design
Shopping in Style

Engineering & Technology

Aerospace/Rocketry
Ag Mechanics Welding
Astronomy
Building Block Engineering
Computer Science
Electric & Renewable Energy
Robotics
Small Engines
Uncrewed Aircraft Systems
Woodworking

Leadership & Personal Development

Civic Engagement
Leadership
Reading Adventures
Self-Determined

Natural Resources

Environmental Science
Geology
Shooting Sports
Wildlife

Plant Science

Agronomy
Entomology
Forestry
Horticulture & Landscape Design

Additional Divisions

Banners
Booths
Cloverbuds
CO₂ Cars
Fashion Revue
FFA Ag Mechanics
Notebooks
Round Robin Showmanship



14. Click “Select” beside the first division you wish to enter.

After you select a department, you will see a list of the divisions.

NOTE: Notice the blue “Change” links throughout the entry process. If you mistakenly selected an incorrect department or division, click on this link to make the change(s).

Choose Department and Division

Department 4-H Communication & Expressive Arts

[Change](#)

Communications

Select 

Performing Arts

Select 

Photography

Select 

Visual Arts

Select 

[Cancel](#)

[Choose](#)

15. Click “Choose” to confirm the Department and Division.

If choosing Horses or Horticulture and Landscape Design, go to Step #24.

Choose Department and Division

Department 4-H Communication & Expressive Arts

[Change](#)

Division Visual Arts

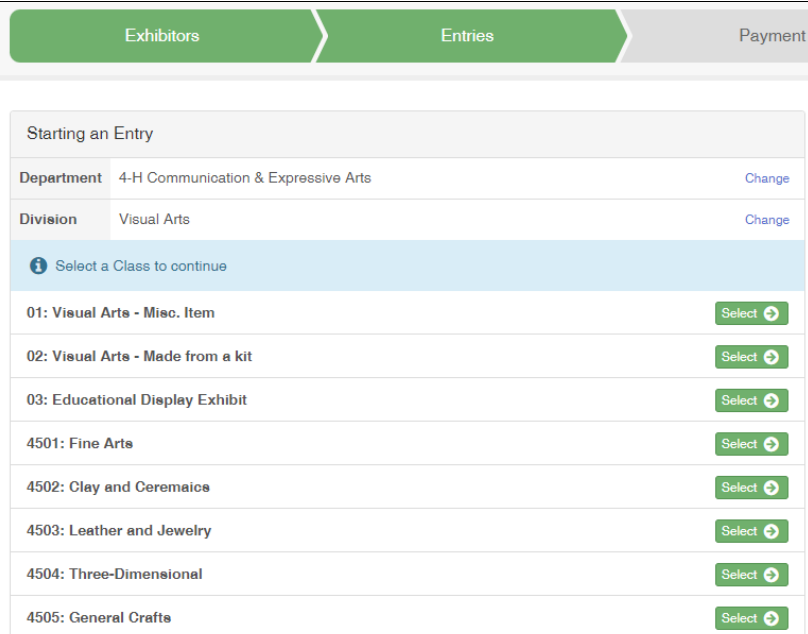
[Change](#)

[Cancel](#)

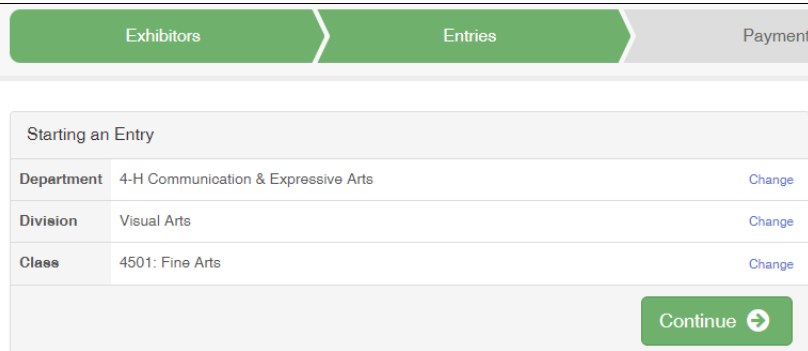
[Choose](#)



16. Click “Select” beside the class you want to enter.



17. Review the entry to make sure everything is correct. If everything is correct, click “Continue”.

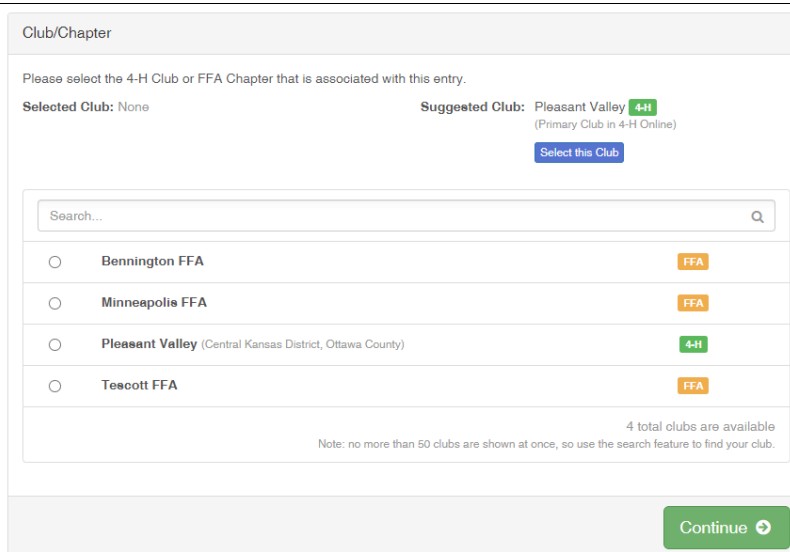


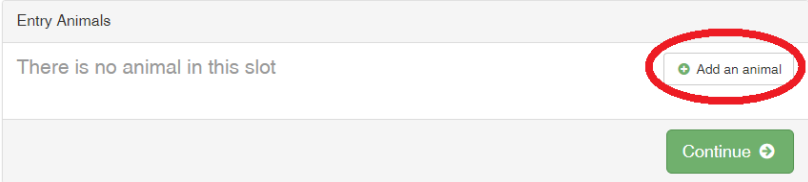
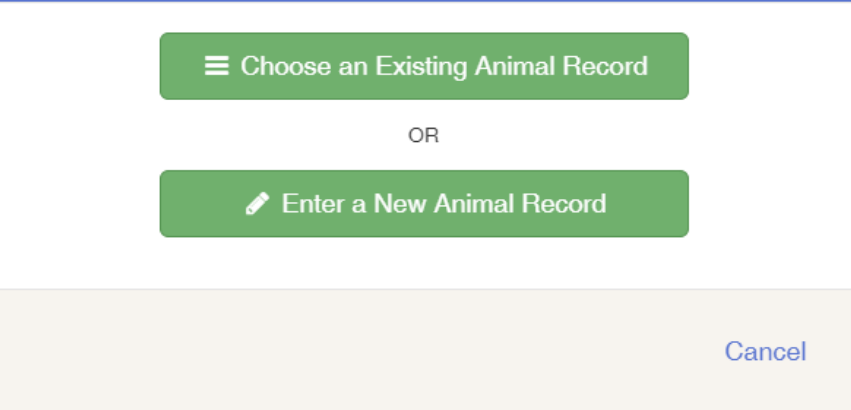
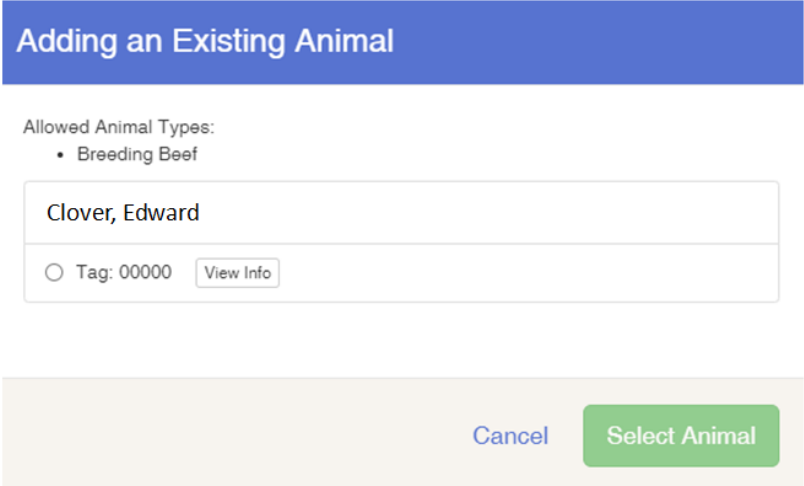
18. Select the 4-H Club you are a member of and click “Continue”.

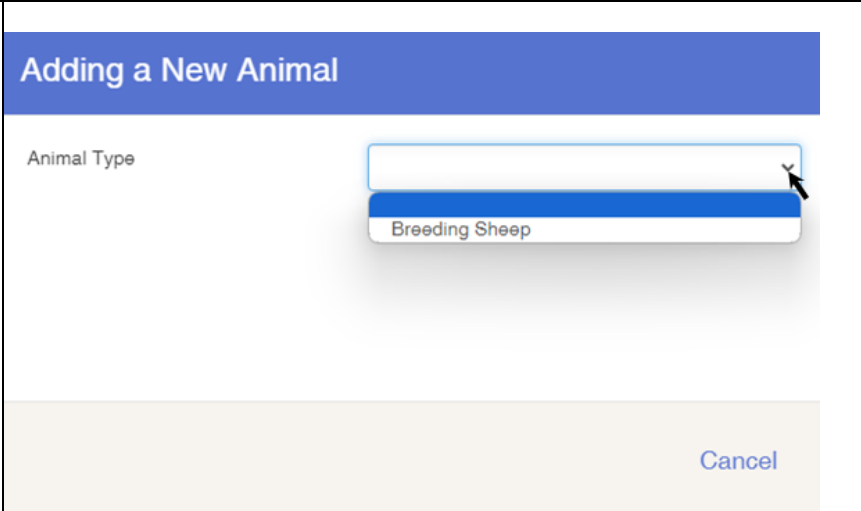
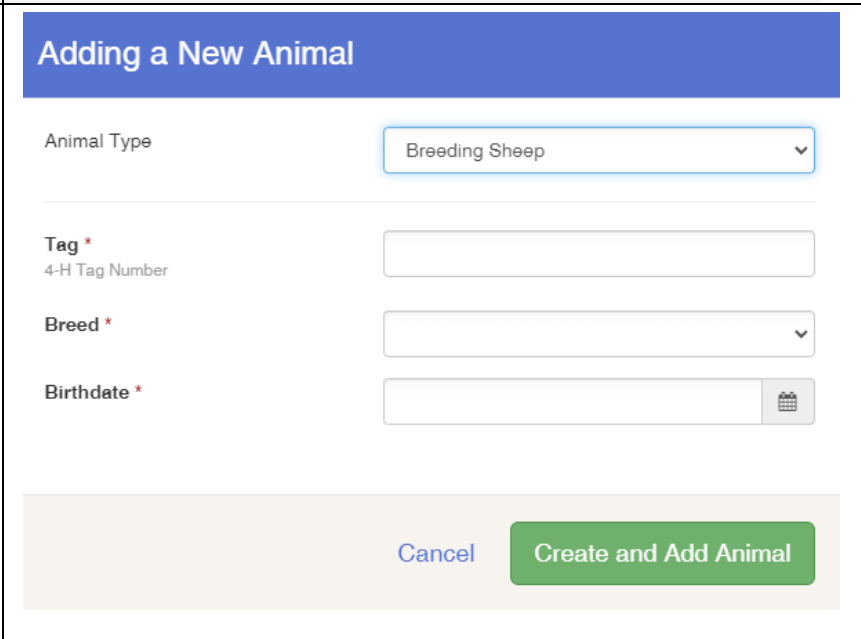
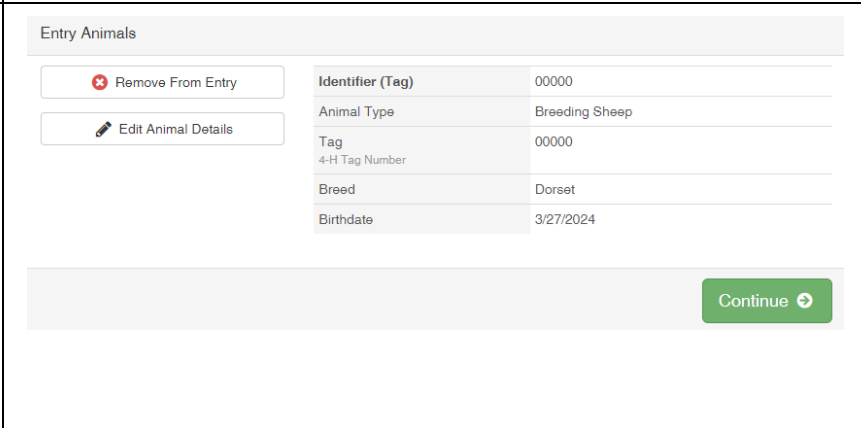
You will need to do this with each entry.

If the department you entered was an animal, after you click “Continue” here, you will be asked to add the animal.

If the department you entered was not an animal, go to Step #29.



<p>19. If this is an animal class entry, you will be required to specify which animal will be exhibited in this class; (or you may NOT be able to specify the animal at entry time.) If you are able to specify, you will see the option to “Add an animal”.</p>	
<p>20. You will have two choices for “Adding an Animal”.</p> <p>If you select “Choose an Existing Animal Record” to import and select animals already entered in FairEntry, continue with Step #18.</p> <p>If you select “Enter a New Animal Record” to enter new animal information, continue with Step #21.</p>	
<p>21. If you selected “Choose an Existing Animal Record”, you will see a list of animals to choose from.</p> <p>Choose the animal and then click on “Select Animal”.</p> <p>Continue with Step #23.</p>	

<p>22. Click the down arrow and choose the animal type.</p>	
<p>23. Fill in all of the fields with information about the animal you intend to exhibit.</p> <p>Click “Create and Add Animal” when finished.</p> <p>Make sure to use the 4-H tag # that your animal was tagged with at weigh-in.</p>	
<p>24. Review the animal information.</p> <p>If the animal information was entered incorrectly, you have the option to either “Remove From Entry” (then create a new animal) or “Edit Animal Details”.</p> <p>When the information is correct, click “Continue”.</p>	

25. Multiple entries apply to Horse and Horticulture & Landscape Design **only**. This allows a member to choose multiple classes within these divisions.

26. Horse Classes

A. Choose "Club".

B. Choose "Animal(s)" and complete the information required.

C. Choose the "Class or Classes".

D. "Continue".

Example: If you are showing a horse named "Betty" in classes, 04, 07, 14, 19 and 23, then you would select those classes. If you are showing a horse named "Bob" in classes 08 and 24, then you would select those classes.

Make your Club, Animal, and Class selections to continue.

Continue

Club

Pleasant Valley 4-H

Some Classes in this Division may require you to be enrolled in one of the following 4-H Projects:

- Horse: Horse

When entering into an Open Class, your club selection will be treated as No Club (Open).

Animal(s)

Allowed Animal Types:

- Horse

Enter a single animal
Enter a pen of animals
I will specify animal(s) later

Clover, Edward

000
00000
00000

Class or Classes

04: Ponies 56" & under, Halter

05: Mares, 5 years and older

06: Mares, 4 years and under

07: Geldings, 5 years and older

08: Geldings, 4 years and under

12: English Equitation 14 years and older

13: English Equitation 7-13 years old

14: English Pleasure 14 years and older

15: English Pleasure 7-13 years old

16: Walk Trot Trail

19: Trail

22: Horsemanship 14 years and older

23: Horsemanship 10-13 years old

24: Horsemanship 7-9 years old

27. Horse & Landscape Design Classes

A. Choose "Club".

B. Choose the "Class or Classes".

C. Specify the "Quantity".

D. "Continue".

Make your Club and Class selections to continue.

Continue

Club

Pleasant Valley 4-H

Some Classes in this Division may require you to be enrolled in one of the following 4-H Projects:

- Horticulture & Landscape Design: Horticulture & Landscape Design

When entering into an Open Class, your club selection will be treated as No Club (Open).

Animal(s)

This Division does not allow animals.

Class or Classes

01: Potted Plants

02: Hanging Basket

03: Educational Display Exhibit

2500: Garden Display

2501: Small Vegetable Specimen Plate

2502: Medium Vegetable Specimen Plate




2503: Large Vegetable Specimen Plate

2504: Fresh Culinary Herbs

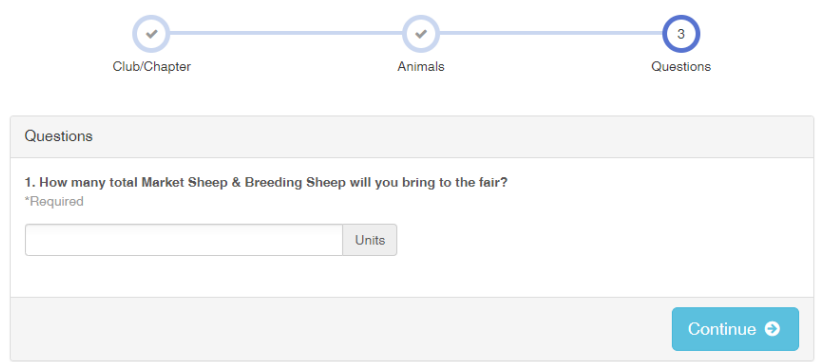
Quantity: 1

Quantity: 3

Quantity: 2

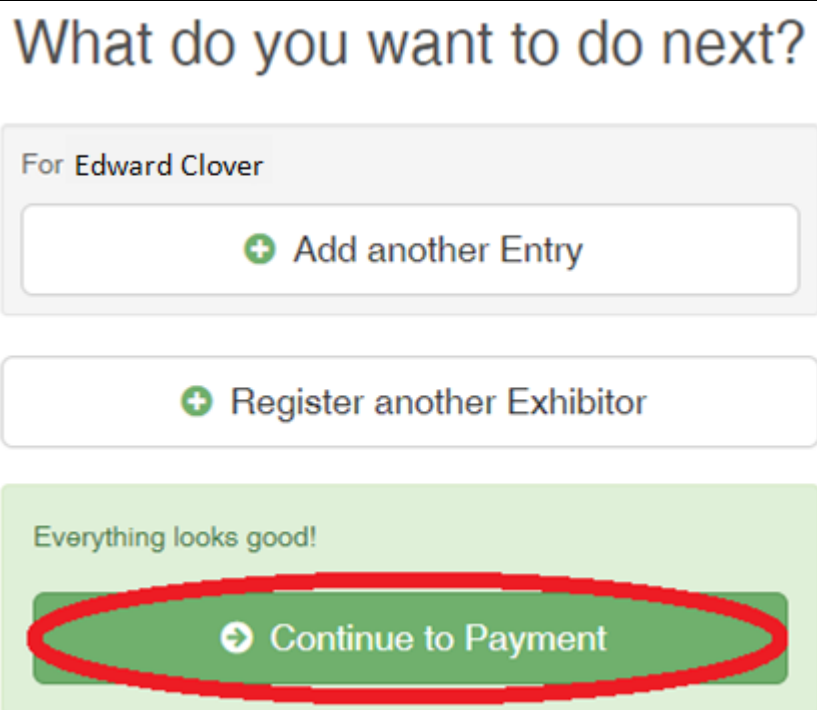
<p>28. The following divisions will have extra questions to answer for entries:</p> <ul style="list-style-type: none"> Ag Mechanics Beef (market & breeding) Bucket Calf Dairy Goat Dog Horse Meat Goat (market & breeding) Performing Arts Poultry Rabbit Sheep (market & breeding) Swine (market & breeding) 	
<p>29. Refer to the fair paper for the maximum number of entries per division or class. If you try to enter over the maximum number, you will see an error message.</p>	
<p>30. Choose what you want to do next.</p> <p>A. If you click on “Add another Entry”, you will see a pop-up that says “Choose Department and Division. To make changes, click on the blue “Change” link. Click “Choose” when you are finished. See Step #12.</p> <p>B. If you click on “Register another Exhibitor” you will be taken to the screen asking “Do you want to register an Individual?” See Step #7.</p> <p>C. If you have items that need attention or you are finished with entries, click on “Review/Complete Outstanding Records”. See Step #30.</p>	<p>What do you want to do next?</p> <div> <p>For Clover, Edward</p> <p> Add another Entry</p> </div> <div> <p> Register another Exhibitor</p> </div> <div> <p>There is 1 item that needs your attention</p> <p> Review/Complete Outstanding Records</p> </div>

31. After clicking on “Review/Complete Outstanding Records”, you will see this screen or something similar. Fill in the missing information and click “Continue”.



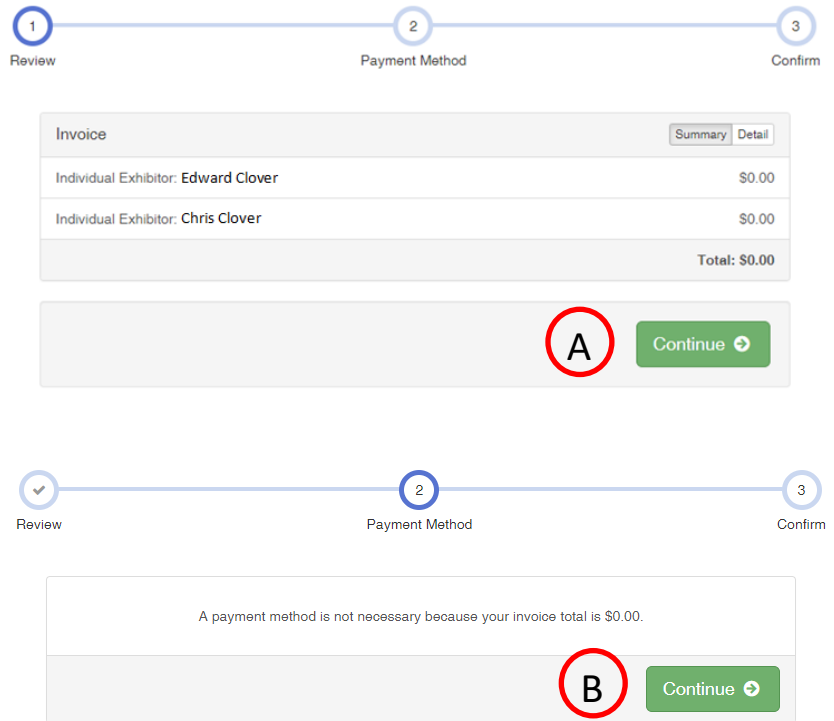
32. If no further information is required with entries, click on “Continue to Payment”.

If you do not want livestock insurance, there will be no payment due. However, you will still need to click “Continue to Payment” to advance to the submit screen.



33. No Payment Due

- A. Review the invoice for payment due. Click "Continue".
- B. If there is no payment due, click "Continue".



1 Review 2 Payment Method 3 Confirm

Invoice		Summary	Detail
Individual Exhibitor:	Edward Clover	\$0.00	
Individual Exhibitor:	Chris Clover	\$0.00	
		Total:	\$0.00

A Continue

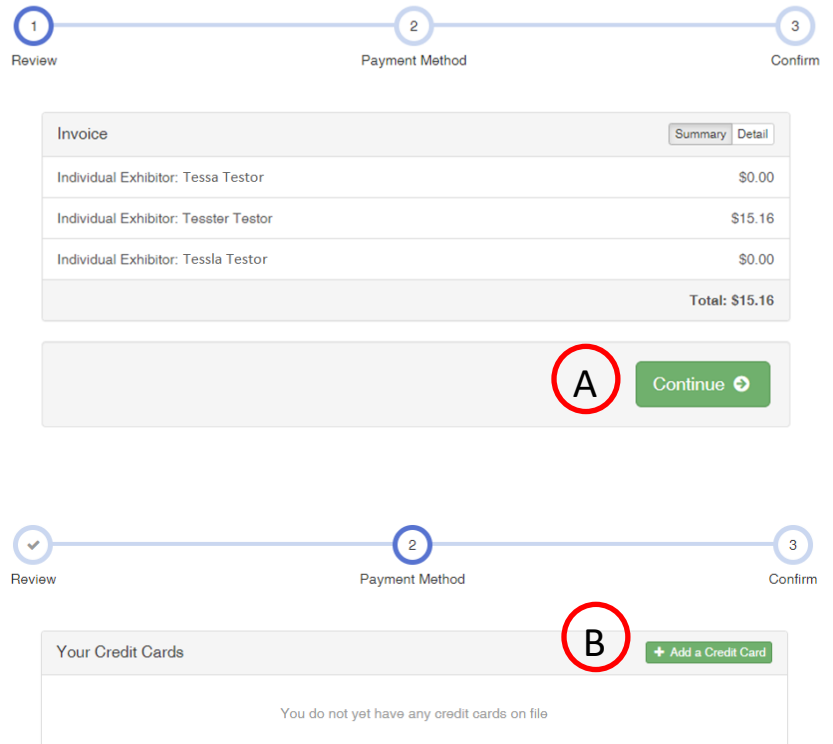
✓ Review 2 Payment Method 3 Confirm

A payment method is not necessary because your invoice total is \$0.00.

B Continue

34. Payment Due

- A. If there is no payment due, you will be able to see the payment on amount. Click "Continue".
- B. If there is a payment due, click on "+ Add a Credit Card". Fill in the appropriate information to complete payment.



1 Review 2 Payment Method 3 Confirm

Invoice		Summary	Detail
Individual Exhibitor:	Tessa Testor	\$0.00	
Individual Exhibitor:	Tessler Testor	\$15.16	
Individual Exhibitor:	Tessla Testor	\$0.00	
		Total:	\$15.16

A Continue

✓ Review 2 Payment Method 3 Confirm

Your Credit Cards

+ Add a Credit Card

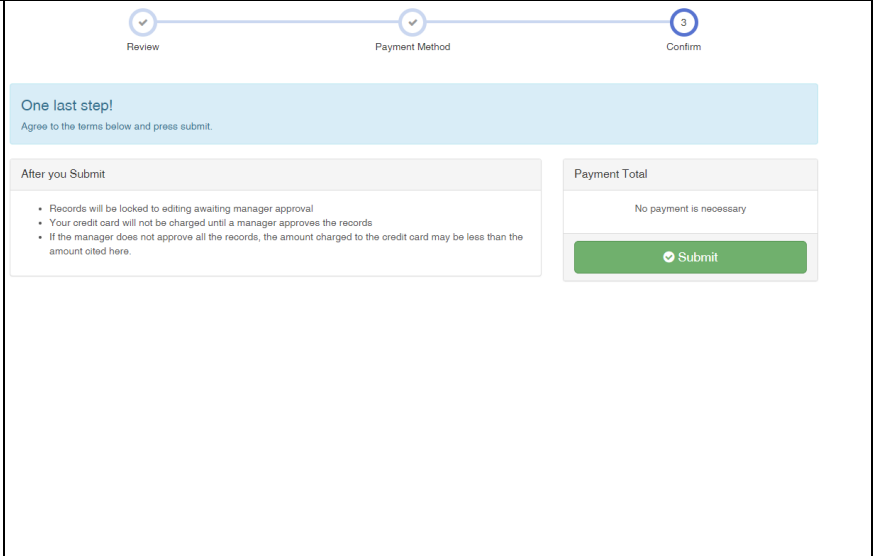
You do not yet have any credit cards on file

B

35. One last step!

COMPLETE ALL THE ENTRIES FOR YOUR FAMILY BEFORE SUBMITTING.

Click on "Submit".



36. After you submit your entries, you will see this. Click on "Sign out."

After you sign out, you can always log back in and add additional projects until the June 16, 11:59 p.m. deadline.

